



TOWN OF HOPEDALE

POSITION OPENING-Accounting Department, Assistant

The Town of Hopedale has an immediate opening for a position as an Assistant in the Town Accountant's Office; duties include assisting the Town Accountant in preparing the weekly payable warrant, posting and reconciling amounts to various Town and departmental accounts using the VADAR Accounting System, the posting of cash receipts weekly, preparing the monthly ledger report for Town Departments and assisting Department Heads with monthly/quarterly reconciliation of their department finances. This is a 30 hour per week benefitted position and is included in the Clerical and Laborers Union Local 1116.

Please send resumes with references to Steven Sette, Town Administrator, Hopedale Town Hall, 78 Hopedale Street, Hopedale, MA 01747 or online at ssette@hopedale-ma.gov. Resumes will be accepted until June 7th at 12:00 PM. The Town of Hopedale is an equal opportunity employer.